

# PLEASE NOTE:

## FILING CHANGES IN PROBATE (PB) CASES

**On 1/1/2013**, the Clerk's Office will change to a drop-filing system for informal PB filings. As a result, informal PB documents can be filed at the PB file counters and at the Clerk's satellite facilities, including the Central Court Building.

### The Drop-Filing Process

The process is similar to the depository box filing process. Documents will be acknowledged at the time of presentation, scanned at the dropped location, and reviewed by the PB registrar or deputy registrar within three business days.

### For Accepted Filings

Notifications, paperwork and letters will be processed at the filing site by a PB specialist. A case number will be assigned, any fees processed and the case will be filed-in. Documents will be available for pick-up at the location where they were dropped for filing.

### For Declined Documents

A notification will be completed explaining the deficiency. New forms will be prepared for implementation, including contact information, the file counter acknowledgement form and acceptance and rejection forms.

### Final Note

The new process will allow runner services to include Probate and Tax filings in their daily rounds to the Clerk's filing counters and reduce the need for trips to multiple locations.

**Clerk of the Superior Court's Office**